

ANNOUNCEMENT OF ANNUAL PRE-QUALIFICATION OF BIDDERS

Notice is hereby given that CITY OF TRINIDAD (CITY) is seeking qualified contractors for a pre-qualified bidders list for City public works projects. Interested contractors must submit a fully completed pre-qualification questionnaire by March 16, 2017. Contractors approved by the CITY will be placed on the final Qualified Bidders List. All contractors and subcontractors bidding/working on public works projects must pay the prevailing wage and be registered with the Department of Industrial Relations (DIR). <https://www.dir.ca.gov/Public-Works/Contractors.html>. The full announcement and pre-qualification questionnaire is available at the City of Trinidad website at www.trinidad.ca.gov or by calling the City Clerk at (707) 677-0223.

ANNOUNCEMENT OF PRE-QUALIFICATION PROCESURES AND OPEN DATES FOR ANNUAL PRE-QUALIFICATION

Notice is hereby given that on December 21, 2016, the CITY OF TRINIDAD (CITY) determined that all bidders on public works to be undertaken by the CITY must be pre-qualified prior to submitting bids for public works. It is mandatory that all Licensed Contractors who intend to submit bids fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by CITY to be on the final Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Pre-qualification applications may be submitted four times each year: (1) from March 6 through March 16; (2) from June 1 through June 10; (3) from September 1 through September 10; and (4) from December 1 through December 10. Contractors who submit a complete pre-qualification package will be notified by first class mail of their qualification status, such notice to be mailed no later than fifteen business days after submission of the information.

Answers to questions contained in the attached questionnaire, information about current bonding capacity on an aggregate and per project limit, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. CITY will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. CITY reserves the right to check other sources available. CITY's decision will be based on objective evaluation criteria.

Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that CITY reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist CITY in determining bidder responsibility prior to the submission of bids and to aid CITY in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will

preclude CITY from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects.

The pre-qualification packages should be submitted under seal and marked "CONFIDENTIAL" to

City of Trinidad
PO Box 390
409 Trinity Street
Trinidad, CA 95570

The pre-qualification packages (questionnaire answers) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify CITY and provide updated accurate information in writing, under penalty of perjury.

CITY reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project.

A contractor who has submitted a completed application form, and who receives a rating of "not qualified" from CITY may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a failure to submit required information, but re-application during one of the designated time periods is permitted. A contractor may appeal CITY's decision with respect to its request for pre-qualification, and request a hearing, by giving notice to CITY no later than ten business days after receipt of notice of its qualification status. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of CITY, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten business days after CITY's receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to which the Trinidad City Council has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for CITY's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than one day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

Note: A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by CITY, or on all contracts to be let by CITY until the contractor meets CITY's requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

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NOTICE: To contractors who are using subcontractors for this job, please be advised that CITY **may** require, as to subcontractors, one of the following:

- ☐ The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made:

- ☐ Pre-qualification of all subcontractors.
- ☐ Pre-qualification of subcontractors in certain crafts.
- ☒ Post-bid qualification review.

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CITY OF TRINIDAD PRE-QUALIFICATION QUESTIONNAIRE

CONTACT INFORMATION

Firm Name: _____ Check One: ☐ Corporation
(as it appears on license) ☐ Partnership
☐ Sole Proprietor

Contact Person: _____

Address: _____

Phone: _____ Fax/email address: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number(s):

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to questions 1 - 4 is “no.”

Contractor will be immediately disqualified if the answer to any of questions 5 – 8 is “yes.”

A contractor disqualified solely because of a “Yes” answer given to questions 5, 6 or 8 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

If the answer to question 7 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.
☐ Yes ☐ No
2. Contractor is registered with the Department of Industrial Relations (DIR).
☐ Yes ☐ No
3. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
☐ Yes ☐ No
4. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
☐ Yes ☐ No ☐ Contractor is exempt from this requirement, because it has no employees
5. Has your contractor’s license been revoked at any time in the last five years?
☐ Yes ☐ No
6. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
☐ Yes ☐ No
7. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
☐ Yes ☐ No
If the answer is “Yes,” state the beginning and ending dates of the period of debarment:

8. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
☐ Yes ☐ No

PART II. ORGANIZATIONAL INFORMATION

Licenses & Certifications

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

10. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

11. Has your firm changed names or license number in the past five years?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including the reason for the change.

12. List all California Water Treatment and Water Distribution Certifications, grades and expiration dates held by your firm:

13. List all Arborist Certifications and expiration dates held by your firm:

14. List all High Power Line Certifications and expiration dates held by your firm:

* * * * *

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: _____

(Signature)

(Printed Name)